Commonwealth of Virginia

_____

**Information Technology
Resource Management
Policy**
_____

TECHNOLOGY ASSISTANCE
FOR
INDIVIDUALS WITH DISABILITIES

Council on Information Management

Preface

PUBLICATION DESIGNATION
COV ITRM Policy 92-1

SUBJECT
Information Accessibility for Individuals with Disabilities

EFFECTIVE DATE
January 1, 1993

AUTHORITY
Code of Virginia, § 2.1-563.31 (Powers and Duties of the Council on Information Management.)

Code of Virginia, § 2.1-563.17 (Powers and Duties of the Department of Information Technology.)

Code of Virginia § 2.1-442 (Purchases to be Made in Accordance with Chapter 7 of Title 11 and Rules and Regulations of Division {of Purchases and Supply}; Exempt Purchases.)

APSPM § 1.3b (Acquisition of ADP, Word Processing and Related Telecommunications Products and Services and Other Telecommunications Services.)

SCOPE
This policy is applicable to all State agencies and institutions of higher education (hereinafter collectively referred to as "state agencies") engaged in such functions as planning, managing, developing, purchasing, and using information technology resources in the Commonwealth.

PURPOSE
To provide equal technology access for individuals with disabilities through the review, evaluation and procurement of information technology resources.

OBJECTIVES
The objectives of this policy are to:

- Promote productivity.
- Enable job retention of employees who develop disabilities of visual, hearing, or mobility impairments into the work force.
- Facilitate the hiring and inclusion of those with disabilities of visual, hearing, or mobility impairment.

DEFINITIONS
Electronic equipment accessibility is the application/configuration of electronic office equipment in a manner which accommodates the functional limitations of individuals with disabilities so as to promote productivity.

GENERAL RESPONSIBILITIES
In accordance with the *Code of Virginia*, the following provisions apply:

The Council on Information Management (CIM)
Responsible for:

Directing the development and promulgation of policies, standards, and guidelines for managing information technology resources in the Commonwealth.

Advisory Committees
Responsible for:

Meeting with, conferring with and advising the Council in the development of the Commonwealth's policies, standards, and guidelines for managing information technology resources.

The Department of Information Technology (DIT)
Responsible for:

Administering the procurement of information technology goods and services on behalf of all agencies and institutions of higher education.

All State Agencies
Responsible for:

Cooperating with the Council in the performance of its powers and duties; and

Complying with the Council's policies, standards, and guidelines for managing information technology resources in the Commonwealth.

Table of Contents

SECTION I

TECHNOLOGY ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES POLICY

Technology for accommodating the functional limitations of users with visual, hearing or mobility impairments is currently available using cost-effective enhancements to support access requirements.

It is the policy of the Commonwealth that agencies shall provide, where reasonable, equivalent technology access for employees with disabilities or prospective employees with disabilities to the extent that such needs are determined by the agency and the required electronic equipment accessibility can be provided by industry. Such accommodation should be provided unless the agency can demonstrate that it would impose an undue hardship on the operation of its program.

In determining what would impose an undue hardship on the operation of the agency, factors to be considered include: 1) The overall size of the agency's program with respect to the number of employees, number and type of facilities, and size of budget; 2) the type of agency operation; and 3) the nature and cost of the accommodation.

In providing equivalent access, agencies will consider:

- Access to and use of equivalent communications capabilities by employees, including those who have disabilities; and

- Utilization of enhancement capabilities for accessing and using computers to attain equivalent end results by employees, including those who have disabilities.

Information technology enhancements may include:

- large print screen display
- Braille output
- synthesized speech output
- speech recognition
- alternative keyboard input
- audible display of screen prompts
- screen display of audible signals

In reviewing, evaluating and procuring information technology resources, agency managers should consider the availability of such enhancement devices and capabilities. Procurement specifications have been written to support compliance with the Americans with Disabilities Act, The Virginians with Disabilities Act and the Civil Rights Act.

SECTION II

AVAILABLE RESOURCES FOR
TECHNOLOGY ASSISTANCE IMPLEMENTATION

The following services are available to assist agencies in technology assistance planning:

- The Virginia Assistive Technology System can provide support in the following areas:

  - Information search for assistive devices from a database containing more than 20,000 items.

  - Statewide information regarding service providers, including vendors, therapists, agencies, etc.

  - Funding information to provide options for financial assistance for assistive devices.

  - Training and written materials on funding, staff awareness and consumer responsiveness.

- The Department of Rehabilitative Services can provide support in the following areas:

  - Technical consultation from Rehabilitation Engineers for accessibility information.

  - Technical consultation from the Computer Systems Engineer specializing in computer accommodation.

- Other State agencies (Department for the Deaf and Hard of Hearing, Department for the Visually Handicapped, Department of Social Services) can provide disability specific support in the areas of:

  - Technical consultation for accessibility information and injury prevention regarding work station design.

  - Technical consultation regarding computer accommodations.

  - Technical consultation on technology equipment for people with disabilities.